

DEPARTMENT OF CUSTOMER SERVICES
CITY AND COUNTY OF HONOLULU

MISSION MEMORIAL BUILDING
550 SOUTH KING STREET, HONOLULU, HAWAII 96813
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KIRK CALDWELL
MAYOR



SHERI T. KAJIWARA
DIRECTOR

January 2, 2014

The Honorable Ernest Y. Martin, Chair
and Members
Honolulu City Council
530 South King Street, Room 202
Honolulu, Hawaii 96813

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C & C OF HONOLULU
2014 JAN -6 AM 11:42

Dear Chair Martin and Councilmembers:

SUBJECT: Unbudgeted Temporary Position Notification

Section 2-17.2(a) of the Revised Ordinances of Honolulu relating to the execution of the Executive Operating Budget authorizes the Mayor to establish, fill, and allot funds for additional temporary positions that are not included in the Executive Budget Ordinance, upon prior notification to the City Council. In accordance with the provisions of this ordinance, this notification is being submitted for a temporary position with the Department of Customer Services. Additional required information for this position is as follows:

1. Type of Temporary Position Required:

Librarian II, as allowed under Section 6-1103(e) of the Revised Charter of the City and County of Honolulu.

2. Anticipated duration of the employment of the temporary position:

December 1, 2013 to June 30, 2014

3. Cost of the temporary position:

\$26,586.00

4. Source of budgetary savings that will accrue to finance the temporary position:

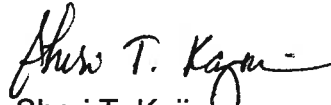
Salary savings in the Public Communications Division.

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5. Unforeseen or emergency circumstances justifying the need for the temporary position:

A qualified and interested candidate for the position has not yet been hired and there is no permanent full-time staff person to provide service or to bridge coverage requirements. A temporary fill is required in order to meet the minimum service needs of the Municipal Reference Center.

Sincerely,


Sheri T. Kajiwa
Director

APPROVED:



Ember Lee Shinn
Managing Director

cc: Office of the Mayor
BFS, Budget Division